

Workbook and Guide for the Food Safety Orientation for New Employees Video



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Segment One: Personal Hygiene

Dressing for success begins at home BEFORE you arrive to work. Foodservice employees must bathe daily and arrive to work on time in a clean uniform. Aprons are considered part of the uniform and should be worn in the food production and serving areas only. Do not wear your apron when using the restroom or taking out the garbage.

Hair restraints are required to prevent hair from contaminating food. Make sure all hair is secured using an approved hair restraint.

Jewelry may be hazardous to you and your customers. Only simple stud earrings and a plain wedding band are recommended. If you wear a medical identification tag, be sure to wear the necklace under the uniform or wear as an ankle bracelet. Like jewelry, acrylic nails or fingernail polish could contaminate the food. The best practice is to avoid wearing false nails or fingernail polish.

Saliva can contain thousands of pathogens or germs. Avoid eating, drinking, and chewing gum or tobacco while in the kitchen or serving area. Foods and beverages should be consumed during scheduled breaks away from food production or serving areas. Beverages placed in containers with a lid and straw may be allowed in the food production areas. Check with your supervisor for details.

PROPER HANDWASHING IS CRITICAL! Please follow these steps when washing your hands:

- Step One: Use running water at least 100° F to wet hands and arms
- Step Two: Apply soap; liquid or foam
- Step Three: Scrub hands and arms for ten to 15 seconds
 - including fingers and around fingernails
- Step Four: Rinse hands and arms using running water
- Step Five: Dry hands with single-use paper towel or warm-air dryer

The entire process should take approximately 20 seconds, about the time it takes to sing “Happy Birthday to You” twice!

Make sure you wash your hands after:

- touching body parts
- using the restroom
- handling chemicals
- handling money
- handling raw meat and poultry
- eating or drinking
- taking out the garbage
- hands have become contaminated



Food production gloves are used to keep food safe by creating a barrier between your hands and the food. Make sure that you wash your hands before putting on gloves and when changing to a new pair. Gloves **MUST** be worn when handling ready-to-eat foods.

Sick employees could put your operation at risk for foodborne illness. Employees must be free from illness. If employees have symptoms of vomiting, diarrhea, sore throat with fever, or jaundice, they will not be allowed to work. Jaundice is the yellowing of skin and eyes that is associated with the foodborne Hepatitis A virus.

If you have been diagnosed with any of the following foodborne illnesses, notify your manager and do **NOT** report to work until cleared by your local health department or physician:

- *Salmonella Typhi*
- *Shigella spp*
- *Shiga toxin-producing E.coli*
- *Hepatitis A*
- *Norovirus*

Please refer to your local school district HACCP/food safety plan for more information on the required dress code, employee health policy, approved hair restraints, allowable jewelry, wearing acrylic nails and fingernail polish, or other applicable personal hygiene policies.

Notes:

Review Questions:

1. A good personal hygiene program includes:
 - A. good communication skills
 - B. team building activities
 - C. reducing pest infestation
 - D. proper handwashing techniques

2. Jewelry items that may be worn in the production kitchen or on the serving line as recommended by the State of Florida Department of Education are _____ and _____.
 - A. necklaces and hoop earrings
 - B. simple stud earrings and a plain wedding band
 - C. simple stud earrings and a watch
 - D. necklaces and a plain wedding band

3. Items that MUST be located at a handwashing sink include:
 - A. hot and cold running water, soap, signage with instructions, and single-use paper towels or warm-air dryer
 - B. hot and cold running water, hand sanitizer, nylon brush, and single-use paper towels
 - C. running water, soap, signage with instructions, and single-use paper towels
 - D. mirror, hot and cold running water, soap, and single-use paper towels

4. True or False: Disposable gloves may be washed and reused.

5. If an employee has diarrhea, he/she must:
 - A. see a physician
 - B. work in the dish room only
 - C. report this to a manager immediately
 - D. stay in the manager's office

Segment Two: Thermometers and Receiving Foods

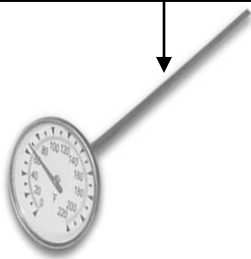
It is critical that foods are received, stored, thawed, cooked, served, and cooled according to Florida Department of Health food safety rules. To do this, you must have a thermometer.



A common thermometer used in school foodservice is the bi-metallic stemmed. These thermometers measure temperatures through its metal stem using a sensing area located from the tip to the dimple. Be sure that the food item fully covers the entire sensing area. You may need to stack thin items, such as chicken nuggets, to get an accurate reading.

When using the bi-metallic stemmed thermometer, you always want to make sure it is cleaned, sanitized, and **CALIBRATED**. To properly calibrate this type of thermometer, use the following steps:

Sensing area from
dimple to tip



- Fill a large container with crushed ice and cover with water; a ½ or full quart measure works well
- Place the thermometer in the ice bath; wait until the needle stops
- Rotate dial until the needle reads 32° Fahrenheit*
- Remove the thermometer from the ice bath; wait a minute and place it back into the ice bath to make sure it reads 32° Fahrenheit
- Be sure to record the calibration temperature on the thermometer calibration log

*As an option, use a thermocouple or digital thermistor thermometer to make sure that the ice bath is 32° Fahrenheit.

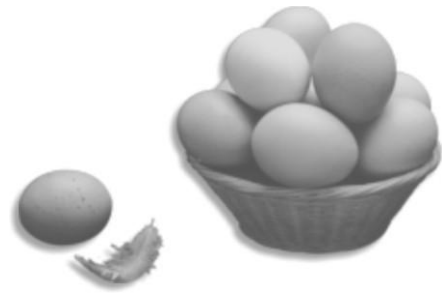
No matter what type of thermometer you are using, if you think that your thermometer may not be working properly, notify your manager immediately.

You cannot make food safer **AFTER** you have received and signed for it! Make sure you check and record the internal temperature of the following foods requiring time and temperature control (see local policy for a more detailed list):

- Fresh meat and poultry
- Shell eggs
- Dairy products, including milk
- Ready-to-eat manufactured foods, such as pasta or meat salads
- Cut melons or tomatoes

Reject foods if you find:

- Signs of ice crystals
- Signs of pest infestation
- Mold or spoilage
- Torn, broken, or damp packaging
- Product passed use by/expiration date

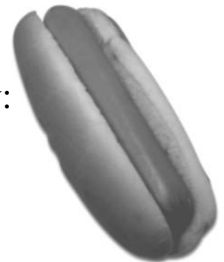


Once food has been properly received, it must be immediately placed in the proper storage area. The temperatures of your freezer, cooler, and dry storage areas must be taken and recorded every day.

To make sure that your storage temperatures are safe, thermometers must be used. Place freezer and refrigerator thermometers in the warmest part of the unit (nearest to the door).

The following temperatures ensure that your food is being stored safely:

- Freezer temperatures- zero to minus 10° Fahrenheit
- Refrigerator temperatures- below 41° Fahrenheit
- Dry storage- between 50 and 70° Fahrenheit



AND DON'T FORGET FIFO: First in, First out. The goal of FIFO is to use the oldest product first, so during receiving, date foods and place them **BEHIND** the product already on the shelf.

Please refer to your local school district HACCP/food safety plan for more information on the types of thermometers used by the district, receiving temperatures of food requiring time and temperature control, or other applicable policies.

NOTES:

Review Questions:

1. The safe way to identify the temperature of hot spaghetti sauce is to:
 - A. look for steam
 - B. use a sanitized and calibrated thermometer
 - C. feel the side of the pan
 - D. cook for at least 30 minutes

2. When using the ice bath method to calibrate a bi-metallic stemmed thermometer, the needle should read:
 - A. 0° F
 - B. minus 32° F
 - C. 32° F
 - D. 23° F

3. During receiving, if ice crystals are found on frozen foods, what should you do?
 - A. thaw and use immediately
 - B. place in the back of the freezer
 - C. place in the back of the cooler
 - D. reject the product

4. The State of Florida Department of Health has identified _____ to _____ as the temperature danger zone.
 - A. 41° F to 140° F
 - B. 40° F to 140° F
 - C. 41° F to 135° F
 - D. 40° F to 135° F

5. After the delivery inspection, frozen foods should be placed immediately into a unit held at temperatures between _____ and _____.
 - A. 0° F to 32° F
 - B. minus 10° F to 0° F
 - C. 10° F to 32° F
 - D. minus 32° F to 0° F

Segment Three: Food Preparation, Holding, Serving, and Cooling

At times, food preparation starts with thawing. The best practice is to plan ahead and thaw foods in the refrigerator. Raw meats should be thawed on the bottom shelf at 41° or lower. However, it is acceptable to thaw foods under running water at 70° Fahrenheit or below. Other methods include thawing in the microwave or as part of the cooking process. Foods thawed in the microwave must be cooked immediately, and if there are leftovers, they must be discarded.



It is critical to cook foods to the required internal temperature. Check with your local school district to find out the specific temperatures used during cooking. When taking the temperature of cooked food, be sure to first sanitize your thermometer, stir food if applicable, then take at least two readings in different areas of the pan or kettle. To properly sanitize your thermometer, use alcohol swabs or the approved sanitizer mixed at the correct concentration for your school or district (see Segment Four for more information).

If the product has not reached the desired temperature in a certain amount of time, keep cooking but also check to make sure the equipment is working properly. Don't forget to record the final cooking temperature. Completed temperature logs prove that the food has been handled safely in case questions arise.

Remember the "keep hot foods hot and cold foods cold" rule? Cold foods should be held at 41° Fahrenheit or lower. Hot foods must be held at or above 140° Fahrenheit. During serving, the temperature of the foods should be taken and recorded. The Florida Department of Education recommends recording the temperature on the food production record. If the product is found below 140° Fahrenheit during holding or serving and has been held for less than four hours, it may be reheated to 165° Fahrenheit as a corrective action. Be sure to note this corrective action on the appropriate record.

Serving utensils should be stored in the food during serving. And remember, if you replace the pan with a new pan of food, you need a new, cleaned and sanitized serving utensil.

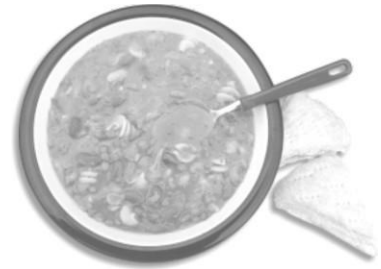
Finally, don't forget the personal hygiene rules covered in Segment One. They apply when serving food.

A major reason for foodborne illness is improper cooling of foods. If you prepare food today for service on another day, or if you have hot leftovers you wish to use later, it is extremely critical to follow safe cooling rules.

In one-stage cooling, the temperature of the food must go from 140° Fahrenheit down to 41° Fahrenheit within four hours. Once food has reached 41° Fahrenheit, it may be placed in the cooler. If food is left sitting out, this time must be added to the total cooling time. Remember, NEVER cool foods at room temperature. Be SURE to document the cooling temperatures on the cooling log.

To help you cool foods faster, you can use:

- An ice bath
- A chill stick
- A blast chiller
- Ice as an ingredient
- Several of the above methods combined



When using an ice bath, place foods into a small container, like a 2 inch steam table pan instead of a 4 inch pan. Stirring the food frequently helps to release the heat and cool it faster. In addition, 2 inch pans used for cooling may be frozen prior to placing food in them to help speed the cooling process.

Another option for rapid cooling is to place food in a sheet pan or 2 inch pan and place on the top shelf of the cooler or on a baker's rack. A sheet pan may be placed on the top rack to prevent something from falling into the food, or cover the food with a single layer of plastic wrap, never foil because that would hold in more heat. A corner may be folded back to release the heat, and then fully cover the pan once the food has reached 41° Fahrenheit.

Please refer to your local school district HACCP/food safety plan for more information on thawing foods, final internal cooking temperatures, cooling requirements, or other applicable policies.

NOTES:

Review Questions:

1. The best practice for thawing foods is to:
 - A. thaw outside on a sunny Florida day
 - B. thaw using the warmer
 - C. thaw in the refrigerator
 - D. thaw in the dry storage at 70° F

2. After taking the final internal cooking temperature using a clean, sanitized, calibrated thermometer, you should:
 - A. cook for an additional 15 minutes
 - B. record the final internal cooking temperature on the appropriate log
 - C. tell your manager what is the final temperature of the food
 - D. take a 15 minute break

3. When holding and serving food, hot foods must be held at _____ and above and cold foods must be held at _____ or below.
 - A. 170° F and 71° F
 - B. 160° F and 61° F
 - C. 150° F and 51° F
 - D. 140° F and 41° F

4. To cool foods faster, you can:
 - A. use an ice bath
 - B. turn the steam table line off one hour early
 - C. place food in front of a fan
 - D. place food in the freezer

5. True or False: Chill sticks may be made out of used 2 liter plastic bottles.

Segment Four: Cleaning and Sanitizing

Handling chemicals in your facility is serious business! In addition to maintaining safe temperature control, the cleaning and sanitizing of your facility is a critical step in preventing foodborne illness.

First, food contact surfaces must be cleaned and then sanitized using one of three types of sanitizer: quaternary ammonia (QUATS), chlorine, or iodine. Cleaning is the removal of food particles, dirt, and grease, while sanitizing reduces harmful pathogens or germs to safe levels.



The strength or killing power of your sanitizer is measured in PPMs, or parts per million. Always follow the manufacturer's instructions when combining the required amount of sanitizer with the required amount of water. Get this combination wrong and you may not be killing viruses and bacteria. After mixing, use the appropriate test strip to make sure that the product has reached the required level (PPMs). Check with your local school district or manufacturer for more information on the type of sanitizer(s) used in your district and the required PPMs.

Follow these steps when preparing to clean and sanitize in a pot and pan sink:

- Fill 1st sink with detergent and water (110° Fahrenheit)*
- Fill the 2nd sink with rinse water; be sure to fill this sink $\frac{3}{4}$ full
- Fill the final sink with a sanitizing solution

*If a four compartment sink is available, fill first two sinks with detergent and water.

Follow these steps when cleaning and sanitizing in a pot and pan sink:

- Step one: Scrape, rinse, or soak the items
- Step two: Wash pots and pans in detergent
- Step three: Rinse well
- Step four: Sanitize (Please check with your manager to find out how long items must be immersed in the sanitizing solution)*
- Step five: Air-dry

*Some schools may use hot water for manual dishwashing. The required water temperature is 171° Fahrenheit, and items must be immersed for 30 seconds. Do not combine heat and chemical sanitizers. Chemicals are destroyed by heat.

Some schools use a dish machine for the final sanitizing step. Items are washed and rinsed using the pot and pan sink and then run through the dish machine.

If the dish machine uses heat as the sanitizer, be sure that it reaches sanitizing temperatures. This may be measured with a dishwasher-safe digital thermometer or a heat-sensitive t-stick. If the dish machine uses a chemical sanitizer, be sure the concentration is set at the correct level and test using the appropriate chemical test strip.



For your safety and the safety of others, always refer to the chemical's Material Safety Data Sheet, sometimes referred to as the MSDS, prior to using. These sheets must be kept on file in your kitchen. They provide information on use, mixing, equipment requirements (such as masks or gloves), and first aid information for chemicals used in the kitchen. Remember, NEVER combine chemical products to make your own special cleaning and sanitizing concoction. When ammonia and chlorine are mixed together, it immediately creates a gas that could be fatal when inhaled.

Chemicals should be stored separately and always away from any food item. Chemicals may not be on work surfaces during food production.

Please refer to your local school district HACCP/food safety plan for more information on chemical use and mixing, use of dish machines, MSDS, or other applicable policies.

NOTES:

Review Questions:

1. Sanitizing solutions MUST be correctly mixed in order to:
 - A. save money
 - B. kill viruses and bacteria
 - C. remove dirt and grease
 - D. create a pleasant smell in the kitchen

2. The only way to tell if your sanitizer strength is killing viruses and bacteria is to:
 - A. smell it
 - B. pour in extra amounts
 - C. use a chemical test strip
 - D. use a thermometer

3. The steps to cleaning and sanitizing in a three compartment sink consist of the following:
 - A. scrape, rinse, or soak pans first, then wash, rinse, sanitize, and air-dry
 - B. scrape, rinse, sanitize, and air-dry
 - C. scrape, wash, and air-dry
 - D. scrape, rinse, or soak pans first, then rinse and air-dry

4. To check the temperature of a high-temp dish machine, you may:
 - A. feel the water with your hands to be sure it is hot
 - B. watch for steam coming out of the machine
 - C. feel how hot the pan is when it is removed from the dish machine
 - D. use a t-stick or dish machine-safe thermometer

5. True or False: Material Safety Data Sheets provide instructions for first aid.

Answers to Review Questions:

Segment One:

Question 1: D
Question 2: B
Question 3: A
Question 4: False
Question 5: C

Segment Two:

Question 1: B
Question 2: C
Question 3: D
Question 4: A
Question 5: B

Segment Three:

Question 1: C
Question 2: B
Question 3: D
Question 4: A
Question 5: False

Segment Four:

Question 1: B
Question 2: C
Question 3: A
Question 4: D
Question 5: True

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